

951011/07/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **ADMINISTRATIVE INTERN**

**DEFINITION**

Under general supervision, to perform entry level professional administrative duties, to assist in a wide variety of studies and research projects, and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a temporary part-time, entry level, classification in which students with current enrollment in, or recent completion of, a Business or Public Administration Bachelor's Program gain experience in assisting management staff in the performance of professional administrative duties. The Administrative Intern is distinguished from the Management Intern or Management Assistant by the absence of participation in a Master's Degree program, the lesser degree of independent discretion, and lesser complexity of duties. Experience gained as an Administrative Intern is considered qualifying for the Administrative Analyst or Management Analyst classifications.

**REPORTS TO:** Varies

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level staff as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Collect, summarize, and analyze information and statistics on existing programs and services.
- Participate in organizational and procedural studies and the preparation of reports and manuals.
- Conduct surveys and perform research and statistical analyses regarding municipal policies, procedures, and services.
- Participate in the design of forms and the implementation of systems.
- May direct and schedule the work of support staff.
- Prepare research in the resolution of administrative, personnel or operations concerns/problems.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of public administration.
- Principles, methods, and practices of municipal finance, budgeting, and accounting.
- Research techniques, methods, and procedures.
- Computers and computer software.

**Ability to:**

- Analyze, interpret, and make decisions in accordance with laws, regulations, and policies.
- Communicate clearly and concisely, orally and in writing.
- Operate a personal computer and applicable software program.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Current enrollment in, or recent completion of, an undergraduate degree studying public or business administration or a related field.

Experience: None required

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Administrative Intern

**TO:** Administrative Analyst or Management Analyst